



## CITY OF TROY RECREATION DEPARTMENT



### Requirements for adult softball team and player registration

1. **To be eligible for the first regular scheduled game, an official troy roster/waiver form (fully completed) must be submitted by initial deadline date of April 19, 2016. Any rosters/waivers submitted after this date, those players will not be ineligible for the first game of the season.**
2. Any player added after the initial roster/waiver form is submitted, must either come in person to sign the waiver form, sign a copy/addendum of the roster/waiver form that the manager has in their possession, email or fax a copy to the Recreation office before they appear in a game (must be on an official roster/waiver form).
3. Any player added to the roster after the initial deadline must submit his/her signed roster/waiver with the manager's signature to the Department office no less than 24 hours prior to their next scheduled game and final player deadline date.
4. **Final deadline for addition and deletion of players is June 18, 2016!**
5. **All roster/waiver forms submitted must be filled out completely to be accepted and approved by the Department. (This includes driver's license numbers, player's "release of liability" signature and the manager's signature, employment verification letters, etc.)**
6. All participants should be prepared for player identification checks throughout the season. All players should have their driver's license in their possession.
7. REMEMBER - All full or part time "employees" within the City of Troy limits must submit a verification letter on company letterhead concerning their employment status with that company. The person who signs the letter should be the company owner, president, general manager or Director of Personnel and must not be a member of that team. **Failure to submit this letter will result in the rejection of the player(s) eligibility. (See sample employment verification letter)**
8. Non-residents not working in Troy will be assessed a \$30 per person fee. Teams may carry an unlimited number of non-residents.

## INITIAL ROSTER/WAIVER DEADLINE IS APRIL 19, 2016